



# Senegal Country Guide for MACN Members

## About this guide

The purpose of this guide is to increase transparency of port procedures in Senegalese ports by providing an overview of port requirements for vessel clearance. The guide gives an overview of the documents that are required by the authorities during the pre-port call, the inwards clearance, and the outwards clearance processes. It also gives examples of common challenges and practices. This document is based on insights and expertise provided by MACN members.

## How to Prepare for Port Entry

Send daily updates on the latest ETA with the arrival draft, in order to inform the Harbour Master for berthing prospects. Prepare and send the following documents prior to arrival and have updated printed versions ready on arrival.

### Documents required *Prior to Arrival*:

- ✓ Crew List (add Passenger List if applicable) (7 copies)
- ✓ Last 10 Ports of Call (6 copies)
- ✓ Nil List (6 copies)
- ✓ Cargo Manifest (48 hours before arrival) (4 copies)
- ✓ Ships Particulars (3 copies)
- ✓ Crew Effects List (add Passenger effects if applicable) (2 copies)
- ✓ Crew and Vessel Cash List (add Passenger Cash List if applicable) (2 copies)
- ✓ IMO Ship Store Declaration (2 copies)
- ✓ All Inventory Reports (2 copies)
- ✓ Provisions List (if not included in IMO Store Declaration) (2 copies)
- ✓ Lashing Inventories (2 copies)
- ✓ Deck Store, Store List, Spare Part List (2 copies)
- ✓ Firefighting Equipment Inventory (2 copies)
- ✓ Bonded Store List (if not included in IMO Store Declaration) (2 copies)
- ✓ Copy ISSC Certificate (2 copies)
- ✓ Copy of SYNOPSIS Record (2 copies)
- ✓ List of all Certificates on Board (2 copies)
- ✓ Crew Vaccination List (add Passenger Vaccinations if applicable) (2 copies)
- ✓ Sanitary Control Equipment Certificate Copy (2 copies)
- ✓ Medical Chest Certificate Copy (2 copies)
- ✓ Medicines List (2 copies)
- ✓ Narcotics List (2 copies)
- ✓ Expired Medicines & Narcotics List (2 copies)
- ✓ Waste Declaration (2 copies)
- ✓ Health Maritime Declaration (2 copies)

## Inward Clearance Procedures

### Inventory Reports

The inventory *reports need to be updated with the exact quantity upon berthing*. This relates to all inventory reports including:

- ✓ Bunker Report (which should include emergency diesel tank & quantity of gasoline in lifeboat, incinerator, rescue boat and overflow tank for HFO)
- ✓ Oil's Inventory
- ✓ Chemical's Inventory
- ✓ Paint Inventory
- ✓ Thinner Inventory
- ✓ Grease Inventory
- ✓ All Gasses Inventory
- ✓ Foam
- ✓ Spare Parts

### Important Checks

- ✓ *All bunkers/oils on board (in tank. In use, drums, and cans) must be declared even if name of tank is not specified and check carefully the total generated on the reporting form (as provide buy your agent)*. The quantities must be precise as any discrepancy between the declared quantity and the inventory will lead to heavy fines. Customs Authorities will ask for information regarding the vessels last bunkering, date, quantities, and daily consumption to compare it with your ROB (fuel, diesel, and lube oil) declarations according to your engine Logbook. The Chief Engineer should be prepared to accompany customs officials for the FO, DO and LO tank inspections and soundings in order to confirm the quantities declared, as required.
- ✓ NO expired medicines, narcotics, or foods shall be kept on board.
- ✓ CHECK all ships certificates are valid and duly endorsed
- ✓ CHECK all seafarers' discharge books (CDC) include the signing on date with the ships stamp.
- ✓ CHECK all passports are in order. Yellow fever vaccination is compulsory and CHECK yellow fever certificates are in order.
- ✓ It is PROHIBITED to gift or sell or trade gas, oil, or paint to any person during the port stay. This includes the authorities.
- ✓ STRICTLY FORBIDDEN to smoke in the petroleum site.
- ✓ CHECK that all DG cargo is accompanied by complete and appropriate documentation including manifest and packing list, and containers marked with the appropriate stickers according to the IMDG code regulations. This applies to all cargo for discharging and in transit.
- ✓ CHECK you have a letter requesting permission, addressed to the Harbour Master to undertake any kind of activities in port (chipping, painting, welding, lifeboat testing, etc.). This will be duly signed on board upon arrival by the Harbour Master.

## Examples of Fines and Common Offences

Note that fines will be imposed for cargo shortages or excesses upon completion of discharge (bulk/bagged commodities such as rice, sugar, wheat, and corn).

- Customs will take advantage of the absence of a ship-appointed surveyor to create or exaggerate their claim. As a precautionary measure, it is therefore important that Owners/Charterers appoint a tally surveyor.

The following is an example of fines which have been raised in the recent past:

- ✓ Misdeclaration of lube oil figures
  - Authorities will check the number on the declaration against actual quantities in the tank and no additional declaration or amendment is authorized. It is therefore imperative that the readings are updated as soon as the vessel berths.
  - The manner in which the fine would be calculated is based on the cargo value in the local market multiplied by 4.
- ✓ Immigration fine
  - All seamen books must clearly mention the date and place of embarkation, signed, and stamped. The crew must correspond accordingly with all information.
  - Fines will be raised if not adhered to.